



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	6-28-2016
Subchapters:	1	Forms	
Issuance:	26.25	CP&P Forms 26-25, Case Plan Family Agreement	

Click here to view or print the CP&P Form [26-25](#).

Click here to view or print the CP&P Form [26-25\(S\) in Spanish](#).

### WHEN TO USE IT

The form is completed at a family team meeting (FTM), and entered into NJS. The form provides a consistent document for use by CP&P field staff statewide, to reinforce the joint family-CP&P case planning process. Use CP&P Form 26-25 to document:

- The outcome of a family team meeting; and
- The family's positive plan for change, based on the family's strengths.

The agreement is a family-friendly document, designed to capture their conversations about case planning in their own words.

### HOW TO USE IT

Complete the entire CP&P Form 26-25, Case Plan Family Agreement, at each Family Team Meeting (FTM).

- The 26-25 is available in **carbonized form (Note: The Worker must use this carbonized version of the form)**. If the carbonized version of the 26-25 is not available in your Local Office, the Worker may access the form through the on-line Forms Manual. The Worker ensures a copy of the completed agreement is provided to **all** team members.
- The Worker takes the form into the field to be completed during the Family Team Meeting. The Worker ensures all participants sign and date the agreement. The Worker gives the canary copy of the completed form to the parent, caregiver, or youth.

**Note:** Workers use the CP&P Form 26-25(S), Case Plan Family Agreement (Spanish), for Spanish speaking families. Workers must also translate the

agreed-to language into English, and enter it into CP&P Form 26-25, Case Plan Family Agreement, in NJS.

## NJ SPIRIT INSTRUCTIONS

- Access Form 26-25 through the NJ SPIRIT Desktop > Create Case Work > Case Planning / Family Assessment > Family Agreement Developed With Team Make entries word for word in NJS, as recorded at the Family Team Meeting.
- Document additional information in NJ SPIRIT under the Case Plan Family Agreement Developed with Team, 26-25 additional documentation tab. The Worker enters actions, observations, pertinent discussions that took place during the FTM. This additional documentation is an internal assessment only, and **is not** shared as part of the Case Plan Family Agreement.

## DISTRIBUTION

Original	Case Record (signed by each attendee)
Copy	Parent(s), Caregiver, or Youth
Copy	Family Member/Others who attend the FTM
Electronic Version	NJS Electronic Case Record